

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NUMBER:</b>	SOL-72030618B00023
<b>2. ISSUANCE DATE:</b>	April 24, 2018
<b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b>	May 09, 2018 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Secretary
<b>5. MARKET VALUE:</b>	GS-10 (\$48,297 - \$62,787) Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	The period of performance is one year, with the possibility of extensions.
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
<b>9. SECURITY LEVEL REQUIRED:</b>	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract:**

The USAID Mission in Afghanistan is the largest in the world, led by a Mission Director and two Deputy Mission Directors with a multi-billion-dollar budget. The U.S Embassy Kabul, Afghanistan is one of the largest and most active, under the direction of the Ambassador, the Deputy Chief of Mission (DCM) and the Assistant Deputy Chief of Mission (ACOM). The Secretary position is located in the office of the USAID/Afghanistan Mission Director, where the incumbent manages and provides administrative support to the Mission Director's Office.

The job demands thorough familiarity with U.S. Government procedures and practices, as well as a sound grasp of management support functions, exceptional customer service skills, patience, strong self-initiative, and self-reliance. Understanding of the diplomatic protocols, tactfulness / flexibility / adaptability, as well as the ability to work long hours, are some of the most important position required competencies. The work intersects on direct and continuing basis with programs and/or projects of all Mission's technical and support offices, as well as with external agencies, and organizations, requiring constant attention to extensive formal clearance and procedural controls.

\*Please see Section 11: Area Of Consideration

**2) Statement of Duties to be Performed:**

- The incumbent provides administrative, secretarial and office-management support to the Mission Director, Deputy Mission Directors, and other members of the Mission Director's Office; and also advises, mentors and builds the capacity of the Locally Employed Staff (LES) Secretaries, and may provide training and guidance to other members of the Mission's administrative support staff. The incumbent handles a wide variety of complex situations (inclusive of conflicts) requiring use of initiative to determine the best approach to be taken and/or methods to use.
- The incumbent maintains current knowledge of USAID/Afghanistan's operational objectives, and protocol lines of communication, customs and regulations dealing with diplomatic formality, precedence, and etiquette. When appropriate, provides direct responses proposing feasible solutions to USAID/Afghanistan related information inquiries, inclusive of employee and/or senior official' grievances.
- The incumbent proactively coordinates activities of the Mission Director's Office, with the work of other Mission's offices, to include advising administrative assistants, secretaries and/or other mission personnel on matters of importance in the appropriate communication format inclusive of submission deadlines.
- The incumbent maintains comprehensive knowledge of the Mission Director's policies, procedures, guidelines, and views on all significant matters affecting the organization which would enable the incumbent to perform duties such as: developing materials for Mission Director's Office use in public speaking engagements; engaging in facilitation, coordination and planning of recurrent events, and/or meetings for the Mission Director's Office including ascertaining subject matter topics and/or agendas; developing background information and preparing speech/communication outlines; briefing or advising staff members and/or persons outside the organization on the Mission Director's views.
- The incumbent reviews all outgoing correspondence from the Office of the Mission Director for adherence to format, spelling, and style with the USAID specific correspondence and communications standard. When reviewing correspondence for the Mission Director/Deputy Mission director(s) signature, the incumbent calls the writer's attention to any conflict reflected in the file or any departure from policies and attempts to resolve conflict before matter is presented.
- The incumbent composes and transcribes complex official correspondences, various types of letters, highly technical documents, and routine and non-routine office reports in line with the Agency's communication protocol. Furthermore, incumbent records and transcribes the minutes of the Mission's senior and general staff meetings as directed; prepares the minutes for distribution, singling out the action items, and follows up as required; ensures that commitments made at the meetings are met, and keeps the Mission Director abreast of the status. Incumbent is responsible for spelling, punctuation, grammar, and format of the completed work. Drafts letters of acknowledgment, commendation, notification in consideration of the office practice, and acknowledges all commendatory remarks concerning the organization's program in periodicals, publications, or speeches, and may review publications for such

remarks and prepare appropriate corresponding letters.

- When the Office of the Mission Director is to host large meetings, incumbent is to coordinate all the logistic requirements, inclusive of securing a meeting space, communication to the meeting participants related to specific security requirements; and during such meetings takes dictations, provides secretarial assistance, and follows up on needed actions in lieu of the meetings proceedings.
- The incumbent maintains the Office of the Mission Director's daily calendar, making appointments and coordinate logistical support; arranges conferences, luncheons, meetings and travel without specific prior approval, based on knowledge of their respective schedules. On own initiative, makes arrangements for meetings by reserving space, setting the specific time, and contacting all personnel expected to attend and as necessary, arranges for transportation. Incumbent transmits agenda and all necessary background materials to participants and advises them of the topics to be discussed. This includes preparing an agenda, notifying participants, and arranging representational events and similar matters; develops background information and composes drafts of introductions and talk-topics to be presented at various meetings by the Mission Director and his/her staff.
- Ensures that all official social obligations are met, arranges luncheons, issues invitations, ensures proper seating arrangements, and ensures that all details are covered, as necessary requests representational funding and reconcile expenditure. Receives and controls incoming correspondence to the Office of the Mission Director and assists the communications and records section in ensuring all incoming communications are properly logged in and action assigned properly, tracking them down and ensuring that they are replied to in a timely manner.
- The incumbent screens telephone calls and visitors, judges relative importance, directs to the appropriate personnel and handles administrative matters for the Front Office without or with minimal supervision.
- Using personal initiative, the employee observes need for administrative or procedural notices or instructions to the staff, prepares the necessary issuances, and presents them for signature. The employee devises and installs office procedures, protocols and standards.
- Logs all task assignments from The Ambassadors' offices, Mission Director and Deputy Mission Directors and follows up completion of the tasks with the respective office/personnel.
- Advises, counsels and mentors the LES Secretaries within the Office of the Mission Director, and all other administrative employees on administrative practices, policies, mission notices and orders, Front Office protocols, norms and social etiquettes. Provides orientation and training to new LES Secretaries on procedural matters, including protocol, style and format of written communications; maintains the Mission's Correspondence Handbook, updating, revising and disseminating in accordance with guidance from USAID/Washington and other sources, as needed. The incumbent advises and provides recommendation to the supervisor on the

appropriate secretarial and administrative support staff office coverage, vacation and staffing level in order to ensure the smooth operation of the office function.

- The incumbent handles office timekeeping for the Office of the Mission Director. Incumbent is responsible for office organization including the planning and management and procurement of all non-expendable and expendable supplies which establishes the office's need, use and reorder level. The incumbent also coordinates and liaisons with Mission Offices and U.S. Embassy Sections regarding administrative issues pertaining to the Mission Director's office. Incumbent is responsible for the management of all office space, both physical and electronic, official filing systems, archiving and record disposition planning for the Office of the Mission Director.

**3) USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

**4) Supervisory Relationship:**

None

**5) Supervisory Controls:**

The incumbent reports directly to the Mission Director or the Deputy Mission Directors who exercise general control over the work of the position by establishing the overall objectives of the assignment area and by communicating relevant policies and priorities. The incumbent in consultation with the supervisor develops the deadlines of the work to be done. The incumbent is required to handle a wide variety of situations and conflicts requiring use of initiative to determine the approach to be taken or methods to use when many complex office problems arise that cannot be brought to the attention of the supervisor.

**11. AREA OF CONSIDERATION:**

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications."

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;

- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

## 12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

## 13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A bachelor's degree from an accredited college or university in English literature, business communications, business administration, public administration, psychology, sociology, international development, international relations, economics, or management studies is required. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum of five (5) years of progressively responsible and

comparable experience as an executive secretary, senior secretary, executive assistant, or administrative assistant managing an office to an upper management such as Office Director, Chief Executive Officer (CEO) or Managing Director with public/private institution, non-governmental organization, bilateral/multilateral organization or Diplomatic Mission is required. (Work experience requirements must be met at the time of application for the subject position).

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

#### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

**FACTOR #1:** Describe your skills and education and how would they be relevant to this position.

**FACTOR #2:** Summarize (in no more than 250 words), how your past experience would be useful for you to succeed in this position.

**FACTOR #3:** Describe communication and problem solving skills that you have utilized in managing an Office.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

### 3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

#### Evaluation Factors

- Factor #1 10 points
- Factor #2 20 points
- Factor #3 10 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Manage the secretarial functions of a complex office;
- Successfully and timely coordinate office activities, such as calendars, events, meetings, and be update/knowledgeable on current policies and procedures;
- Problem solving and successfully managing difficult situations. Ability to advise leadership on programming issues and strategic planning.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

## IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00023 – Secretary** to: [AfgPSCjobs@usaid.gov](mailto:AfgPSCjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 (signed) form which is available at the following website:  
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:
  - 1) Contribution toward Health & life insurance



- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)\*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR)**,
  - **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**
  - **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color,

religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.